



**UNITED STATES PROBATION OFFICE  
UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

**VACANCY ANNOUNCEMENT #17-02**

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<b>Position Title:</b>	Probation Support Technician ( <i>More than one position may be filled.</i> )
<b>Type of Appointment:</b>	Full-Time Temporary ( <i>Not to exceed one year and one day from appointment</i> )
<b>Location:</b>	Oklahoma City, Oklahoma
<b>Opening Date:</b>	July 27, 2017
<b>Closing Date:</b>	Open until filled. ( <i>Application received by August 10, 2017 will be given priority consideration</i> )
<b>Salary Range:</b>	CL 23/01 - CL 23/24 (\$31,652 - \$39,240) <i>depending on qualifications and experience</i>

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The U. S. Probation Office in Oklahoma City, Oklahoma, is currently accepting applications for the position of Probation Support Technician. The incumbent will provide support to probation officers.

**REPRESENTATIVE DUTIES:**

- Assist officers in performing investigations of all types for the office and other districts (e.g. collateral, presentence, post sentence, etc.). Contact various local law enforcement and regulatory agencies to collect and record information for both presentence and investigation and collateral investigation reports.
- Conduct law enforcement and other record checks via various automated systems.
- Maintain case records as required.
- Participate in and contribute to ongoing training programs.
- Performs receptionist duties by greeting telephone callers and visitors/clients coming into the office;
- Perform other such duties as required.

**JOB REQUIREMENTS:**

- Demonstrated computer and keyboarding skills
- Excellent writing and verbal communication skills
- Excellent organizational skills
- Ability to deal with multiple demands in a fast-paced environment
- Ability to work with a wide variety of people with diverse backgrounds
- Must maintain a professional demeanor and presence.

**QUALIFICATIONS:**

Required:

High school graduate or equivalent, plus two years general experience. General experience is defined as progressively responsible clerical, office or other work which indicates the possession of or the ability to

acquire the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of undergraduate study) equals one year of general experience.

- Applicants must be U. S. citizens or eligible to work in the United States.

Preferred:

- Bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration.

### **BENEFITS:**

Position is eligible for health and life insurance, leave, retirement benefits, participation in the Thrift Savings Plan and the judiciary's supplemental benefits.

### **CONDITIONS OF EMPLOYMENT:**

The court requires employees to adhere to the Code of Conduct of Judicial Employees. Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are **at will** and can be terminated with or without cause by the court. The probation office will complete an investigation of criminal records, motor vehicle records, credit reports and employment checks for candidates being considered for employment. The selected applicant will be hired provisionally pending the successful completion of an FBI fingerprint and background investigation. Use of Electronic Funds Transfer (direct deposit) is mandatory for payment of compensation.

### **HOW TO APPLY:**

Qualified persons must submit a letter of interest outlining qualifications and skills, a resume, official transcript for any education above high school level and an AO-78, Application for Judicial Branch Federal Employment. (To obtain the AO78 application form, go to <http://www.okwd.uscourts.gov/files/ao78.pdf> [www.OKWP.uscourts.gov](http://www.OKWP.uscourts.gov).)

**Application materials may be sent via email, mailed or hand delivered to:**

U. S. Probation Office  
Attn: Wanda Edmundson  
Human Resources - Vacancy #17-02  
215 Dean A. McGee, Room 201  
Oklahoma City, Oklahoma 73102  
[Wanda\\_Edmundson@okwp.uscourts.gov](mailto:Wanda_Edmundson@okwp.uscourts.gov)

Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

**The U. S. District Court is an Equal Opportunity Employer**